

**PLEASE TYPE OR PRINT CLEARLY****ATTACH ADDITIONAL SHEETS AS NECESSARY**

ARTIST

ACCESSION NO \_\_\_\_\_

TITLE OF WORK

**MATERIALS (Include source or manufacturer, brand names, fiber content, paper type, life expectancy of material according to manufacturer, etc.)**

A. Support (base or foundation, i.e., paper, canvas, cardboard, panel, etc.)

B. Ground (material, primer, etc. used to isolate media from support):

Method of application/tools used:

C. Materials/media used in painting, drawing, collage, etc. Also specify palette (brand names of media, color names):

Method of application/tools use:

If collage, specify glue used to assemble:

Medium/thinners used:

D. Varnish or protective coating (e.g. natural, paint color and type, glaze, sealer, patina, fire retardant, etc):

Method of application/tools used:

E. Describe materials used in the presentation of artwork (e.g. composition of base or backing, framing, type of hanging fixtures, etc.):

F. Under what type of light was work executed:

**FRAMING**

A. Are there any aesthetic preferences in how work should be framed (e.g. matt color, frame color/material):

B. If work is comprised of more than one piece requiring special assembly, supply documentation on how to install correctly (provide photograph or sketch):

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**ENVIRONMENTAL FACTORS**

- A. Describe existing environmental factors that may affect the condition of the artwork and any precautionary measures that should be taken for placement of the work (e.g. direct sunlight, extremes of temperature, humidity, vibrations, air pollutants; human interaction –touching, vandalism, etc.):
- B. Packing/shipping instructions (include diagram if necessary)

**DESIRED APPEARANCE**

- A. Describe in specific terms, the frame/presentation qualities for which the site should strive in order to maintain the artist's intent (e.g., floated or matted – indicate matt size preferred; matt board color preferences):
- B. What may be acceptable alteration in form, texture, surface and coloration as related to natural aging of materials?
- C. If the work is site-specific, describe in detail the particular relationship of the work to its site, including any significant physical aspects of the site which, if altered, would significantly alter the intended meaning and/or appearance of the work:

**MAINTENANCE/CONSERVATION INSTRUCTIONS**

Provide detailed instructions about the methods and frequency of maintenance for the artwork (with observations regarding permanency/durability of materials and techniques):

- A. Routine maintenance (e.g. removal of dust, dirt; maintenance of protective surfaces; tightening, adjusting, oiling; etc.):
- B. Cyclical maintenance (less frequent and more extensive preventative measures)